

Sanitized - Approved For Release :
CIA-RDP54-00177A000100110024-5

MONTHLY PROGRESS REPORT
SUPPLY DIVISION
MARCH - 1948

1. STATUS OF PERSONNEL IN SUPPLY DIVISION, SERVICES BRANCH

	Total No. of Personnel Allowed under approved Table of Organization	Total No. of Personnel on Duty	Total No. of Personnel Interviewed and Actions Initiated	Remaining Unfilled Positions
Office of Chief	5	4	1	0
Contract Section	4	4	0	0
Procurement Section	14	14	0	0
Real Estate & Utilities	10	9	0	1
Appliance Maintenance	4	3	1	0
Telephone Section	20	18	2	0
Storage & Issue	55	49	4	2

COMMENTS:

Office of Chief: It is expected that the CAF 4 Clerk-Stenographer will enter on duty on April 5, 1948.

Real Estate and Utilities: The vacancy created by one carpenter resigning has not been filled. The recruitment request is still pending in the Personnel Branch.

Storage & Issue Section: The Table of Organization of this section was increased by six additional jobs. Papers have been submitted to fill five of them, four of which will be filled from within the section, one person is being recruited to fill one job. The recruitment request is pending for filling the assistant foreman job and the lift operator is being filled from within.

Procurement Section: A vacancy exists in the Procurement Section for a procurement officer CAF 7. It is desired to have a qualified person in this job who is experienced in radio and electronic equipment.

2. PROBLEMS:

Procurement Section: One problem is lack of sufficient personnel to adequately handle special requirements requested by the Operations Branch.

Special Procurement: No special problems.

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25X1A7b

25X9A2

Contract Section: Execution of lease for the warehouse buildings at [REDACTED] still pending.

Real Estate & Utilities: Lack of adequate office space for five employees.

Appliance Maintenance: No outstanding problems.

Telephone Section: Cut over from 89 to main board has not been accomplished by Telephone Company. It is anticipated that this cut over will now be made within the next six to eight weeks.

3. ACCOMPLISHMENTS:

25X1A6a

Procurement Section: (a) All items for the [REDACTED] Project have been ordered and all but four items have been delivered. One item is being held pending approval by complying with Navy Specifications. The balance are held pending P.E.O. information.

25X1A1d

25X9A2

(b) Arrangements have been made with [REDACTED] for designing and planning also preparing specifications for operating buildings and receiving quarters for [REDACTED] installations.

25X9A2

25X9A2

(c) District Engineers have examined the [REDACTED] Warehouse area and are in the process of submitting an estimate for construction of a receiving office and lumber sheds at the warehouse in [REDACTED]

25X9A2

(d) Arrangements have been made with PBA to construct a concrete block house to house ammunition at the [REDACTED] warehouse.

(e) Completed Bethesda move.

(f) Progress has been made in compliance with 2 March 1948 memo.

4. FUTURE PLANS:

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25X9A2

2. Continue following up on WAA in order that the Surplus Property in the [REDACTED] Warehouse may be disposed of.
3. Encumber funds available during this Fiscal Year.

5. VOLUME:PROCUREMENT SECTION:A. Requisitions:

Requisitions numbered and processed.....910

Distribution as follows.....:

Procurement Section.....	524
Storage and Issue.....	275
Typewriter Repair Shop.....	64
Special procurement.....	3
Contract Section.....	11
Communications Division.....	20
Real Estate and Utilities.....	13
Transportation.....	0
	<u>910</u>

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy:

Purchase.....	148
Storage & Issue.....	100
Storage & Issue (operational med.).....	13
Special procurement.....	2
Typewriter repairs.....	21
Real Estate & Utilities.....	5
Communications Division.....	6
Contract.....	9

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking and signature plus encumbrance by Finance Division. Further breakdown of requisition held within Procurement Section:

(a) Without action.....	29
(b) Pending receipt of bids.....	47
(c) Pending clearances.....	12
(d) Pending justification.....	0
(e) Pending clarification.....	10
	<u>98</u>
(f) Number of items.....	317

Requisitions and/or purchase orders completed during period:

Fiscal year 1947: 29 Fiscal year 1948: 931

Total number of purchase orders written and still incomplete:

Fiscal Year 1947: 33 Fiscal Year 1948: 1365

B. Purchase Orders:

Purchase orders prepared and typed.....	1066
Total number of items involved.....	2536

PO's prepared but pending checking and signature..... 36

PO's prepared but pending encumbrance by Fiscal Branch...102

Total amount expended..... \$ 128,475.23 ✓

C. Telephone calls:

Total number of telephone calls recieved.....	1854
Total number of telephone calls out, necessary to perform work.....	2663

D. Bids:

Formal bids prepared and typed.....	25
Items involved.....	318
Contractors invited to bid.....	363
Formal bids outstanding.....	13
Telephone bids prepared and typed.....	12
Items involved.....	66
Contractors invited to bid.....	40
Telephone bids outstanding.....	0
Wire bids prepared and typed.....	1
Wire bids outstanding.....	0
Informal bids prepared.. and typed.....	149
Items involved.....	534
Contractors invited to bid.....	212
Informal bids outstanding.....	53

E. Letters:

Prepared and typed.....	221
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F. Memorandums:

Prepared and typed.....	175
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G. Wires:

Prepared and typed.....	17
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H. Bills of Lading:

Prepared and typed.....	2
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I. Petty Cash Fund:

Purchases and/or services rendered by using Petty Cash Fund...	\$45.54
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SPECIAL PROCUREMENT:

Number of miscellaneous letters.....	2
Number of letter orders written.....	41
Number of verbal orders placed.....	2
Number of requisitions received.....	4
Number of items ordered.....	2
Number of items for repair.....	5
Number of requests to Special Funds for payment.....	2
Dollar Value.....	0 ✓ \$70.50
Requisitions pending	
(a) Awaiting receipt of repairs.....	2
(b) Awaiting receipt of invoices.....	2
(c) Awaiting receipt of material.....	1

TYPEWRITER SHOP:

Maintenance and repair report:	
Number of requisitions received during month of March.....	54
Number of requisitions completed.....	58
Number of requisitions incomplete.....	20
Overhaul and shop work.....	32
Overhaul and shop work on S&I machines.....	59
Service calls.....	100
Total number of machines repaired.....	191
Estimated dollar value of all overhaul and repairs....	\$909.13

REAL ESTATE AND UTILITIES SECTION

Requests received prior to April 1 and which have not been processed..... 15
 Requests received in writing during March..... 115
 Telephone calls received during March..... 1292
 Requests processed by memorandum..... 95
 Requests processed by verbal action..... 372
 Requests processed by FWA Form # 52..... 48
 Requisitions written for contractual services..... 11
 Work orders written for contractual services \$69,375.56..... 26
 Requisitions written misc..... 2
 Requests for moves of equipment..... 29
 Space moves, 10.... Personnel moved..... 240
 Man-hours worked by regularly assigned FWA laborers..... 3300

CONTRACT SECTION

Supply Contracts completed..... *View* 4 ✓
 Supply Contracts pending..... 1
 Amendments to Supply Contracts completed..... 7 ✓
 Service contracts completed..... *View* 4 ✓
 Service contracts pending..... *View* 2
 Terminations to Service Contracts completed..... *View* 5 ✓
 Terminations to Service Contracts Pending..... *View* 14
 Termination of Leases Pending..... *View* 1
 Number of requisitions pending Mar. 1, 1948..... 8
 Number of requisitions received during March..... 8
 Number of requisitions completed during March..... 12
 Number of requisitions incomplete..... 4
 Purchase Orders issued..... 2 ✓
 Invitations to Bid..... 3
 Amendments to UNV Contracts Pending..... 1

STORAGE & ISSUE SECTIONMilitary Supply

Total strength - 16 enlisted men

Furniture repaired:Service Calls Repairs

58

Stock Repairs

44

69,375.56
128 47523
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STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	803	7,895	176,647
2. Job orders for reloading and storage			2,307,976
3. Requests for local delivery or pick-up	941		2,543,116
4. Job orders for Cargo to be processed and packed for overseas	102	1,900	31,895
5. Requests for Domestic shipments	29	435	110,583
6. Job orders for service	85		434,230
7. Orders for Cargo to be shipped overseas	72	152	19,729

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	470	3,906	312,237
Debit Vouchers	43	58	141,937

Office Equipment

Credit Vouchers	209	406	831
Debit Vouchers	88	204	952

Operational Equipment

Credit Vouchers	41	84	3,012
Debit Vouchers	29	57	20,224

Medical Supplies

Credit Vouchers	13	73	314
Debit Vouchers	3	3	42